APPENDIX I

SCHOOL OPENING REQUIREMENTS

The following documents must be provided to the Office by the specified dates in order for the Charter School to commence operations in its first academic year.

Sixty (60) Days Prior to First Day of School for Students and No Later than July 1:

- Documentation of the legal status under Wisconsin law
- Articles of incorporation
- Roster of school board officers and members
- School organization chart
- Name and vita of certified school administrator
- School administrator employment contract
- School site title or lease
- First year revenue and expenditure budget
- Documentation of funding required to open school
- Documentation of insurance coverage
- School calendar
- Complete school curriculum plan for students attending first year
- Marketing and recruitment plan
- Student enrollment plan
- Faculty and staff compensation plans
- Service subcontracts

Thirty (30) Days Prior to First Day of School for Students and No Later than August 1:

- Documentation of student enrollment equal to or greater than contractually required number.

Prior to First Day of School for Students and no later than August 1:

- School occupancy permit
- Name and license status of all known teachers and Title 1 aides
- Background screening report for all known employees